

State: **ALABAMA**

STATE PLAN FOR INDEPENDENT LIVING (SPIIL)

Chapter 1, Title VII of the Rehabilitation Act of 1973, as Amended

**STATE INDEPENDENT LIVING SERVICES (SILS) PROGRAM
PART B**

**CENTERS FOR INDEPENDENT LIVING (CIL) PROGRAM
PART C**

FISCAL YEARS 2008-2010

Effective Date: **October 1, 2007**

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PART I: Assurances

State of: Alabama

Section 1: Legal Basis and Certifications

- 1.1 The designated State unit (DSU) eligible to submit the State Plan for Independent Living (SPIL or the plan) and authorized under State law to perform the functions of the State under the State Independent Living Services (SILS) and Centers for Independent Living (CIL) programs is **Alabama Department of Rehabilitation Services** (insert name of DSU). *34 CFR 76.104(a)(1) and (2); 34 CFR 364.22(a)*
- 1.2 The separate State agency eligible to submit the plan and authorized under State law to provide vocational rehabilitation (VR) services to individuals who are blind is **N/A** (insert name of separate State agency). Indicate N/A if not applicable. *34 CFR 76.104(a)(1) and (2); 34 CFR 364.20(d) and 364.22(c)*
- 1.3 The Statewide Independent Living Council (SILC) that meets the requirements of section 705 of the Act and is authorized to perform the functions outlined in section 705(c) of the Act in the State is **State of Alabama Independent Living Council** (insert name of SILC). *34 CFR 364.21(a)*
- 1.4 The DSU and, if applicable, the separate State agency authorized to provide VR services to individuals who are blind, and the SILC are authorized to jointly develop, sign and submit this SPIL on behalf of the State, and have adopted or otherwise formally approved the SPIL. *34 CFR 76.104(a)(7); 34 CFR 364.20(c) and (d)*
- 1.5 The DSU, and, if applicable, the separate State agency authorized to provide VR services to individuals who are blind, may legally carry out each provision of the plan and will comply with all applicable Federal statutes and regulations in effect with respect to the three-year period it receives funding under the SPIL. *34 CFR 76.104; 34 CFR 80.11(c)*
- 1.6 The SPIL is the basis for State operation and administration of the program. All provisions of the SPIL are consistent with State law. *34 CFR 76.104(a)(4) and (8)*
- 1.7 The representative of the DSU and, if applicable, of the separate State agency authorized to provide VR services to individuals who are blind, who has the authority under State law to receive, hold, and disburse Federal funds made available under the SPIL and to submit the SPIL jointly with the SILC chairperson is **Leah Patterson Lust** (Name, title of DSU director) and **Steve Shivers** (Name, title of separate State agency director, if applicable). *34 CFR 76.104(a)(5) and (6)*

Section 2: SPIL Development

- 2.1 The plan shall be reviewed and revised not less than once every three years, to ensure the existence of appropriate planning, financial support and coordination, and other assistance to appropriately address, on a statewide and comprehensive basis, the needs in the State for:
- The provision of State independent living services;
 - The development and support of a statewide network of centers for independent living; and
 - Working relationships between programs providing independent living services and independent living centers, the vocational rehabilitation program established under title I, and other programs providing services for individuals with disabilities. *34 CFR 364.20(f)*
- 2.2 The DSU and SILC conduct public meetings to provide all segments of the public, including interested groups, organizations and individuals, an opportunity to comment on the State plan prior to its submission to the Commissioner and on any revisions to the approved State plan. *34 CFR 364.20(g)(1)*
- 2.3 The DSU and SILC establish and maintain a written description of procedures for conducting public meetings in accordance with the following requirements. The DSU and SILC shall provide:
- appropriate and sufficient notice of the public meetings (that is, at least 30 days prior to the public meeting through various media available to the general public, such as newspapers and public service announcements, and through specific contacts with appropriate constituency groups and organizations identified by the DSU and SILC);
 - reasonable accommodation to individuals with disabilities who rely on alternative modes of communication in the conduct of the public meetings, including providing sign language interpreters and audio-loops; and
 - public meeting notices, written material provided prior to or at the public meetings, and the approved State plan in accessible formats for individuals who rely on alternative modes of communication. *34 CFR 364.20(g)(2)*
- 2.4 At the public meetings to develop the State plan, the DSU and SILC identify those provisions in the SPIL that are State-imposed requirements beyond what would be required to comply with the regulations in 34 CFR parts 364, 365, 366, and 367. *34 CFR 364.20(h)*
- 2.5 The DSU will seek to incorporate into, and describe in, the State plan any new methods or approaches for the provision of IL services to older individuals who are blind that are developed under a project funded under chapter 2 of title VII of the Act and that the DSU determines to be effective. *34 CFR 364.28*
- 2.6 The DSU and SILC actively consult, as appropriate, in the development of the State plan with the director of the Client Assistance Program (CAP) authorized under section 112 of the Act. *34 CFR 364.20(e)*

Section 3: Independent Living Services

- 3.1 The State, directly or through grants or contracts, will provide IL services with Federal, State, or other funds. *34 CFR 364.43(b)*
- 3.2 Independent living services shall be provided to individuals with significant disabilities in accordance with an independent living plan mutually agreed upon by an appropriate staff member of the service provider and the individual, unless the individual signs a waiver stating that such a plan is unnecessary. *34 CFR 364.43(c)*
- 3.3 All service providers will use formats that are accessible to notify individuals seeking or receiving IL services under chapter 1 of title VII about:
- the availability of the CAP authorized by section 112 of the Act;
 - the purposes of the services provided under the CAP; and
 - how to contact the CAP. *34 CFR 364.30*
- 3.4 Participating service providers meet all applicable State licensure or certification requirements. *34 CFR 365.31(c)*

Section 4: Eligibility

- 4.1 Any individual with a significant disability, as defined in *34 CFR 364.4(b)*, is eligible for IL services under the SILS and CIL programs authorized under chapter 1 of title VII of the Act. Any individual may seek information about IL services under these programs and request referral to other services and programs for individuals with significant disabilities, as appropriate. The determination of an individual's eligibility for IL services under the SILS and CIL programs meets the requirements of *34 CFR 364.51*. *34 CFR 364.40(a), (b) and (c)*
- 4.2 Service providers apply eligibility requirements without regard to age, color, creed, gender, national origin, race, religion or type of significant disability of the individual applying for IL services. *34 CFR 364.41(a)*
- 4.3 Service providers do not impose any State or local residence requirement that excludes any individual who is present in the State and who is otherwise eligible for IL services from receiving IL services. *34 CFR 364.41(b)*

Section 5: Staffing Requirements

- 5.1 Service provider staff includes personnel who are specialists in the development and provision of IL services and in the development and support of centers. *34 CFR 364.23(a)*
- 5.2 To the maximum extent feasible, a service provider makes available personnel able to communicate:
- with individuals with significant disabilities who rely on alternative modes of communication, such as manual communication, nonverbal communication devices, Braille or audio tapes, and who apply for or receive IL services under title VII of the Act; and

- in the native languages of individuals with significant disabilities whose English proficiency is limited and who apply for or receive IL services under title VII of the Act. *34 CFR 364.23(b)*

5.3 Service providers establish and maintain a program of staff development for all classes of positions involved in providing IL services and, if appropriate, in administering the CIL program. The staff development programs emphasize improving the skills of staff directly responsible for the provision of IL services, including knowledge of and practice in the IL philosophy. *34 CFR 364.24*

5.4 All recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will take affirmative action to employ and advance in employment qualified individuals with significant disabilities on the same terms and conditions required with respect to the employment of individuals with disabilities under section 503 of the Act. *34 CFR 364.31*

Section 6: Fiscal Control and Fund Accounting

6.1 All recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will comply with applicable EDGAR fiscal and accounting requirements and will adopt those fiscal control and fund accounting procedures as may be necessary to ensure the proper disbursement of and accounting for those funds. *34 CFR 364.34*

Section 7: Recordkeeping, Access and Reporting

7.1 In addition to complying with applicable EDGAR recordkeeping requirements, all recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will maintain records that fully disclose and document:

- the amount and disposition by the recipient of that financial assistance;
- The total cost of the project or undertaking in connection with which the financial assistance is given or used;
- the amount of that portion of the cost of the project or undertaking supplied by other sources;
- compliance with the requirements of chapter 1 of title VII of the Act and Part 364 of the regulations; and
- other information that the Commissioner determines to be appropriate to facilitate an effective audit. *34 CFR 364.35(a) and (b)*

7.2 With respect to the records that are required by 34 CFR 364.35, all recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will submit reports that the Commissioner determines to be appropriate. *34 CFR 364.36*

7.3 All recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will provide access to the Commissioner and the Comptroller General, or any of their duly authorized representatives, to the records listed in 34 CFR 364.37 for the purpose of conducting audits, examinations, and compliance reviews. *34 CFR 364.37*

Section 8: Protection, Use, and Release of Personal Information

8.1 Each service provider will adopt and implement policies and procedures to safeguard the confidentiality of all personal information, including photographs and lists of names in accordance with the requirements of 34 CFR 364.56(a)(1-6). *34 CFR 364.56(a)*

Section 9: Signatures

After having carefully reviewed all of the assurances in sections 1 - 8 of this SPIL, the undersigned hereby affirm that the State of Alabama is in compliance and will remain in compliance with the aforementioned assurances during FY 2007-2010 (specify the three-year period covered by this SPIL).

The effective date of this SPIL is October 1, 2007 (year)

Leah Patterson

Lust

SIGNATURE OF SILC CHAIRPERSON

DATE

Leah Patterson Lust

NAME OF SILC CHAIRPERSON

Steve

Shivers

SIGNATURE OF DSU DIRECTOR

DATE

Steve Shivers

NAME AND TITLE OF DSU DIRECTOR

SIGNATURE OF DIRECTOR OF THE SEPARATE
STATE AGENCY FOR INDIVIDUALS WHO ARE BLIND

DATE

NAME AND TITLE OF THE DIRECTOR OF THE
SEPARATE STATE AGENCY FOR INDIVIDUALS WHO ARE BLIND

Part II: Narrative

Section 1: Goals, Objectives and Activities

1.1 Goals and Mission – 34 CFR 364.42(b)(1)

Mission and Goal: The purpose of the State of Alabama Independent Living program is to promote a philosophy of independent living (IL), including a philosophy of consumer control, peer support, self-help, self-determination, equal access, and individual and system advocacy, to maximize the leadership, empowerment, independence, and productivity of individuals with significant disabilities, and to promote and maximize the integration and full inclusion of individuals with significant disabilities into the mainstream of American society. The goal of the Independent Living program is to provide services to persons with disabilities that promote independence.

1.2 Objectives – 34 CFR 364.42(a)(1) and (d); 34 CFR 364.32; 34 CFR 364.33

1.2A Specify the objectives to be achieved and the time frame for achieving them.

Objective 1: Increase awareness of the availability to existing transportation for Alabamians with disabilities and the legislators by 2010.

Partners: SILC, DSU, CILS, CONSUMERS, AGENCIES

Part B: Funds

ACTIVITIES:

1. Identify existing resources in rural and urban areas
2. Organize resources
3. Formalize existing resources for utilization.

INDICATORS:

- # of resources identified
- # of agencies participating
- # of meetings held to compile information

Objective 2: Increase persons with disabilities' awareness of the need for transportation services to allow for better advocacy for systems change by 2010.

SILC, CILs, CONSUMERS, AGENCIES

Part B: Funds:

ACTIVITIES

1. Develop a strategic plan for implementing legislation to improve transportation services in Alabama
2. Identify consumers to participate in training
3. Educate persons with disabilities in talking to legislators concerning needs
4. Identify key legislators

INDICATORS:

- # of consumers identified
- # of consumers receiving training
- # of legislators contacted

Objective 3: To develop an on-going process of identifying Independent Living needs that will lead to program design to better serve persons with disabilities in Alabama by FY 2010.

Partners: SILC, DSU, CILS, CONSUMERS, AGENCIES

Part B: Funds:

ACTIVITIES:

1. Gather information from existing agencies representing Alabama demographically to identify needs
2. Review IL satisfaction surveys to incorporate needs assessment
3. Create a needs assessment
4. Post needs assessment on DSU web-site to monitor needs
5. Monitor needs identified on web-site quarterly

INDICATORS:

- # of data gathered from all resources
- # of unmet needs identified
- # of existing resources identified statewide

Objective 4: Identify 3 additional funding sources that will allow for the provision of Independent Living Services in Alabama by FY 2010.

Partners: ILS, SILC, DSU, CILS, Consumers, Agencies and organizations as identified.

Part B: Funds:

ACTIVITIES:

1. Review existing data nationwide to determine effective measures to increase funding.
2. Develop a strategic plan that will promote increased funding through resources identified.
3. Develop strategic talking points to effectively present to legislators.
4. Train advocates and consumers to effectively talk to legislators.
5. Identify key legislators to whom education of IL needs may be provided.
6. Make requests to state legislators.

INDICATORS:

- # of resources (grants and funding sources) identified to review
- # of states reviewed
- # of consumers trained
- # of grants written
- # of legislators contacted

Objective 5: Continue to provide support and education on legislative issues that pertain to and affect persons with disabilities.

PARTNERS: DSU, SILC, CILS, CONSUMERS, AGENCIES AND ORGANIZATIONS

Part B Funds:

ACTIVITIES:

1. Identify legislative issues, such as, Money Follows the Person Initiatives, Housing, and others.
2. Educate consumers on issues for systems advocacy.
3. Provide education to legislators.
4. Continue to keep abreast of legislative issues that directly affect persons with disabilities throughout the coverage period of this SPIL.

INDICATORS:

of issues presented
of consumers educated
of legislators educated

Objective 6: Continue to provide education to consumers on Emergency Preparedness.

PARTNERS: DSU, SILC, CILS, CONSUMERS, AGENCIES AND ORGANIZATION

PART B Funds:

ACTIVITIES:

1. Provide consumers with educational literature pertaining to emergency preparedness.
2. Provide assistance to consumers in developing an emergency preparedness plan.
3. Continue to provide updated materials to consumers as needed.

INDICATORS:

of consumers receiving literature
of times assistance was provided to consumers to develop individual plan

1.2B Describe the steps planned regarding outreach to populations in the State that are unserved or underserved by programs under title VII, including minority groups and urban and rural populations. This section of the SPIL must:

- Identify the populations to be designated for targeted outreach efforts;
- Identify the geographic areas (i.e., communities) in which the targeted populations reside;
- and

- Describe how the needs of individuals with significant disabilities from minority group backgrounds will be addressed.

The steps that Alabama plans to take to identify those persons with disabilities in all 67 Alabama counties, including minorities, that are currently underserved or un-served are:

- Enhance working relationships and collaboration among local and state organizations (Centers for Independent Living, State Independent Living Council, Departments of Human Resources, Mental Health, Public Health, Older Alabamians System of Information and Services, Governor's Office on Disability, home health agencies and other agencies providing services to persons with disabilities) through the integration and provision of community education and outreach to identify those in need of IL services throughout the state.
- Identify both geographical areas and diverse populations within the state lacking in networking and collaboration among local agencies and establish a local network to improve information and increase referrals to IL services.
- Encourage persons with disabilities from across Alabama to get involved with SILC, by offering information designed to educate any interested persons, qualifying by law, on the Independent Living philosophy and duties of the SILC.
- Increase the number of elderly persons with disabilities statewide currently served from 72 to 125 by 2010 in all 67 Alabama counties. The goal will be achieved by increasing collaboration with agencies currently providing services to older Alabamians, such as, the local Councils on Aging, local senior service centers, OASIS program, home health agencies, DHR and others as identified.
- Increase the number of youth served from 37 to 60 statewide by 2010 by working in collaboration with the Department of Human Resources, Early Intervention, Children's Rehabilitation Services, Vocational Rehabilitation Services and the Department of Youth Services and others as identified, covering all 67 Alabama counties to identify those with disabilities currently in foster care that could benefit from IL services. The ILS will continue involvement with the Children's Rehabilitation Services' Teen Transition Clinic in all four sites on a regular basis.

The needs of individuals with significant disabilities from minority groups currently underserved or unserved will be addressed based on feedback from the SILC, DSU, and CIL, as well as through feedback from strategies listed above. (Reference Evaluation Section and Section 3.2 Expansion of CILs)

1.3 Financial Plan – 34 CFR 364.42(a)(2) and (3); 34 CFR 364.29

Describe in sections 1.3A and 1.3B, below, the financial plan for the use of Federal and non-Federal funds to meet the SPIL objectives.

1.3A Financial Plan Tables

Complete the financial plan tables covering years 1, 2 and 3 of this SPIL. For each funding source, provide estimated dollar amounts anticipated for the applicable uses. The financial plan table should include only those funding sources and amounts that are intended to support one or more of the objectives identified in section 1.2 of the SPIL. To the extent possible, the tables and narratives must reflect the applicable financial information from centers for independent living. Refer to the SPIL Instructions for additional information about completing the financial tables and narratives.

Year 1

<u>Sources</u>	<u>Approximate Funding Amounts and Uses</u>			
	SILC Resource Plan	IL Services	General CIL Operations	Other SPIL Activities
Title VII Funds				
Chapter 1, Part B		301,477.		
Chapter 1, Part C			927,226.00	
Chapter 2, OIB (only those provided by the OIB grantee to further a SPIL objective)				
Other Federal Funds				
Sec. 101(a)(18) of the Act (Innovation and Expansion)	3,810.00			
Other SSA CDBG		300,000.00 200,000.00		
Non-Federal Funds				
State Funds		33,497.00		
Other United Way			125,000.00	

Year 2

<u>Sources</u>	<u>Approximate Funding Amounts and Uses</u>			
	SILC Resource Plan	IL Services	General CIL Operations	Other SPIL Activities
Title VII Funds				
Chapter 1, Part B		301,477.00		
Chapter 1, Part C			927,226.00	
Chapter 2, OIB (only those provided by the OIB grantee to further a SPIL objective)				
Other Federal Funds				

Sec. 101(a)(18) of the Act (Innovation and Expansion)	3,810.00			
Other SSA CDBG		300,000.00* 200,000.00*		
Non-Federal Funds				
State Funds		33,497.00		
Other United Way			125,000.00	

Year 3

Sources	Approximate Funding Amounts and Uses			
	SILC Resource Plan	IL Services	General CIL Operations	Other SPIL Activities
Title VII Funds				
Chapter 1, Part B		301,477.00		
Chapter 1, Part C			927,226.00	
Chapter 2, OIB (only those provided by the OIB grantee to further a SPIL objective)				
Other Federal Funds				
Sec. 101(a)(18) of the Act (Innovation and Expansion)	3,810.00			
Other SSA CDBG		300,000.00* 200,000.00*		
Non-Federal Funds				
State Funds		33,497.00		
Other United Way			125,000.00	

1.3B Financial Plan Narratives

1.3B(1) Specify how the part B, part C and chapter 2 (Older Blind) funds, if applicable, will further the SPIL objectives.

The DSU and the CILs worked collaboratively on the development of the objectives in this SPIL. All three directors of the CILs were present for a committee meeting held April 10, 2007 where the SPIL objectives were established. The financial plan and a copy of the objectives were submitted via e-mail from the DSU to each of the directors with a request to complete the CIL funding portion and to include any funds that could be utilized by each center in helping achieve the objective as named in the SPIL. Each Director was also asked to consider any in-kind support contributions that could be made toward meeting the objectives and to furnish a narrative for each objective where the support would be offered. The financial plan was also sent to the director of the OIB program with the same requests. Alabama will make every effort to coordinate the funding needed to reach its objectives for the duration of this SPIL.

- Part B funds will be utilized to assist in the accomplishment of Objectives #1, 2, 3, and 4 as part of the Independent Living Specialists regular work related activities as they visit consumers in their homes. Part B funds will be utilized to identify and achieve those steps planned in section 1.2(B) a-e.

All records of funds expended will be kept by the DSU as required by law.

1.3B(2) Describe efforts to coordinate Federal and State funding for centers and IL services, including the amounts, sources and purposes of the funding to be coordinated.

Non-Federal funding will be used as the 10% match money and are supplemented by state appropriate funds that are used to provide individual services to consumers. One of the SPIL objectives is to identify additional funding sources for the DSU and CILs that could allow for better coordination of funding streams. Each Center has been awarded grants that are exclusive to that Center. Each CIL coordinates funding to the maximum extent feasible for the provision of IL services.

*Please note that the \$300,000.00 grant received from SSA by Birmingham IL Center is to provide benefit counseling services to consumers. The \$200,000.00 was granted to the Birmingham IL Center to provide home modifications to consumers.

1.3B(3) Describe any in-kind resources including plant, equipment or services to be provided in support of the SILC resource plan, IL services, general CIL operations and/or other SPIL objectives.

- The Birmingham Independent Living Center will contribute in-kind support in the way of supplies, services, staff and volunteers in the amounts listed below in helping to achieve the objective as indicated:

\$1,150.00 Objective #1

\$1,450.00 Objective #2

\$1,000.00 Objective #3

\$3,200.00 Objective #4

- The OASIS OIB program will designate a staff member to help achieve objective # 1 as in-kind support

.(4) Provide any additional information about the financial plan, as appropriate.

1.4 Compatibility with Chapter 1 of Title VII and the CIL Work Plans – 34 CFR 364.42(c) and (e)

1.4A Describe how the SPIL objectives are consistent with and further the purpose of chapter 1 of title VII of the Act as stated in section 701 of the Act and 34 CFR 364.2.

The objective in the SPIL are evident and remains consistent with and further the purpose of Chapter 1 of title VII by strengthening current services and improving IL services provided through all entities within the state. This will be a collaborative effort designed to maximize coordination and to promote the philosophy of integration into society for persons with disabilities in Alabama through individual involvement indicated in the objectives. Promoting individuals to advocate for systems change in those items listed in the objectives also support Chapter 1 Title VII requirements.

1.4B Describe how, in developing the SPIL objectives, the DSU and the SILC considered and incorporated, where appropriate, the priorities and objectives established by centers for independent living under section 725(c)(4) of the Act.

The directors of the CILs located within the state have been involved in the development of the state plan. Input was received by the directors in conjunction with the DSU and the SILC to ensure that the priorities and objectives of each center has been incorporated and considered. The initial meeting for SPIL development was held on April 10, 2007. All of the directors were present for that meeting. All other pertinent information was sent to the SILC members and the directors of the Centers via e-mail and their input and interests considered in all aspects as related to the development of the SPIL.

1.5 Cooperation, Coordination, and Working Relationships Among Various Entities – 34 CFR 364.26

Describe the steps that will be taken to maximize the cooperation, coordination and working relationships among the SILS program, the SILC, and centers; the DSU, other State agencies represented on the SILC and other councils that address the needs of specific disability populations and issues; and other public and private entities determined to be appropriate by the SILC.

- The description must identify the entities with which the DSU and the SILC will cooperate and coordinate.

- 1.5 In addition to those items listed in A-E on page 11 and in an effort to increase collaboration among the DSU, Older Blind program, SILC and CILs within the state that would also improve the provision of IL services, Alabama plans to:
 - a. Identify and/or establish meetings that can be attended at the CILs by the DSU staff providing IL services on a quarterly basis. These meetings would be designed to share information for appropriate referrals, explore ways to improve peer support networks and design and implement strategies to increase the number of support groups throughout the state.
 - b. Identify similar meetings that can be attended at the DSU by the CIL staff.
 - c. Plan and hold an Independent Living training conference that would provide training and establish a collaborative atmosphere for all staff from the CILs, SILC, and DSU on the independent living philosophy and current trends in independent living by September 2010.

1.6 Coordination of Services – 34 CFR 364.27

Describe how IL services funded under chapter 1 of title VII of the Act will be coordinated with and complement other services to avoid unnecessary duplication with other Federal, State, and local programs, including the OIB program authorized by chapter 2 of title VII of the Act, that provide IL- or VR-related services.

The ILS are housed in the local VR office, so immediate collaboration is available. The ILS cover large areas and have access to the other local VR, CRS, and Early Intervention offices within each catchment area. Through involvement with interagency meetings on a regular basis, both at the local and state level, the ILS will have information on existing programs and services, such as mental health, public health, Medicaid, Medicare, community rehabilitation facilities, local schools, vocational rehabilitation, and home health agencies and other local organizations, to ensure that unnecessary duplication of services are avoided. The Independent Living Specialists meet quarterly to discuss and share newly identified resources so all can be utilized. All ILS providing services have been trained on vocational rehabilitation services, older individuals who are blind programs, Medicaid and Medicare so that services offered are complementary and supportive, but not duplicative. Three members of the SILC are also member of the State Rehabilitation Council. All efforts are made to coordinate activities between the SILC and the SRC. From the DSU, the SAIL State office coordinator attends the SRC meetings.

1.7 Independent Living Services for Individuals who are Older Blind – 34 CFR 364.28

Describe how the DSU seeks to incorporate into, and describe in, the State plan any new methods or approaches for the provision of IL services to older individuals who are blind that are developed under the Older Individuals who are Blind program and that the DSU determines to be effective.

The DSU will work with the OIB program to ensure that both program staff receives additional training ensuring that each is aware of the other's resources and services and will develop strategies to increase collaboration for the provision of services to older individuals who are blind and/or visually impaired. Joint training for will be held yearly to ensure referrals are made appropriately so that a holistic approach to the individual is taken in the provision of IL services by both programs. A staff member from OASIS attends the SILC meetings regularly.

Section 2: Scope, Extent, and Arrangements of Services

2.1 Scope and Extent – 34 CFR 364.42(b)(2)(3); 34 CFR 364.43(b); 34 CFR 364.59(b)

2.1 A Check the appropriate boxes in the SPIL Instrument table indicating the types of IL services to be provided to meet the objectives identified in section 1.2 of this SPIL, and whether the services will be provided by the CILs or by the DSU (directly and/or through contract or grant).

V. <u>Table 2.1A: Independent living services</u>	VI. <u>Provided by the DSU (directly)</u>	VII. <u>Provided by the DSU (through contract and/or grant)</u>	VIII. <u>Provided by the CILs (Not through DSU contracts/grants)</u>
Core Independent Living Services, as follows: - Information and referral - IL skills training - Peer counseling - Individual and systems advocacy			
Counseling services, including psychological, psychotherapeutic, and related services			
Services related to securing housing or shelter, including services related to community group living, and supportive of the purposes of this Act and of the titles of this Act, and adaptive housing services (including appropriate accommodations to and modifications of any space used to serve, or occupied by, individuals with significant disabilities)			X
Rehabilitation technology	X		
Mobility training	X		X
Services and training for individuals with cognitive and sensory disabilities, including life skills training, and interpreter and reader services	X		X
Personal assistance services, including attendant care and the training of personnel providing such services			X
Surveys, directories and other activities to identify appropriate housing, recreation, accessible transportation and other support services	X		X
Consumer information programs on rehabilitation and IL services available under this Act, especially for minorities and other individuals with disabilities who have traditionally been unserved or underserved by programs under this Act	X		X
Education and training necessary for living in the community and participating in community activities	X		X

V. <u>Table 2.1A: Independent living services</u>	VI. <u>Provided by the DSU (directly)</u>	VII. <u>Provided by the DSU (through contract and/or grant)</u>	VIII. <u>Provided by the CILs (Not through DSU contracts/grants)</u>
Supported living			
Transportation, including referral and assistance for such transportation	X		X
Physical rehabilitation			
Therapeutic treatment			
Provision of needed prostheses and other appliances and devices			
Individual and group social and recreational services	X		X
Training to develop skills specifically designed for youths who are individuals with significant disabilities to promote self-awareness and esteem, develop advocacy and self-empowerment skills, and explore career options	X		X
Services for children with significant disabilities	X		X
Services under other Federal, State, or local programs designed to provide resources, training, counseling, or other assistance of substantial benefit in enhancing the independence, productivity, and quality of life of individuals with significant disabilities	X		X
Appropriate preventive services to decrease the need of individuals with significant disabilities for similar services in the future			X
Community awareness programs to enhance the understanding and integration into society of individuals with disabilities	X		X
Other necessary services not inconsistent with the Act	X		X
Services Related to Employment			X
Nursing Home Transition Services			X

2.1B Describe any service provision priorities, including types of services or populations,

established for meeting the SPIL objectives identified in section 1.2.

The provision of IL services will be made simultaneously with the objectives listed in the narrative.

This information has previously been provided in Section 1.2 B on pages 10 and 11 of this SPIL.

2.1C If the State allows service providers to charge consumers for the cost of services or to consider the ability of individual consumers to pay for the cost of IL services, specify the types of IL services for which costs may be charged and for which a financial need test may be applied, and describe how the State will ensure that:

- Any consideration of financial need is applied uniformly so that all individuals who are eligible for IL services are treated equally; and
- Written policies and consumer documentation required by 34 CFR 364.59(d) will be kept by the service provider.

N/A

2.2 Arrangements for State-Provided Services – 34 CFR 364.43(d) and (e)

The Alabama Department of Rehabilitation Services is the designated state unit in the state. The State of Alabama Independent Living Division has administrative responsibility of the Independent Living part B program. The Independent Living Specialists providing Part B services will be employed by the DSU. IL Specialists are located throughout the state in regional offices located geographically to better serve persons with disabilities. Services are provided in all 67 Alabama counties. Alabama has a population of 4,447,100 persons according to the 2000 census report. Of these, reportedly there were 945,705 persons five years old and over with disabilities. Each SAIL office covers a set number of counties. At each office the State of Alabama Independent Living division offers service through three programs to Alabamians with disabilities of which includes IL services. IL services are provided primarily in the home setting. All core services of IL including skills training, information and referral, peer counseling, and individual & systems advocacy training are provided by the DSU. Additionally, the ILS work in conjunction with other existing state programs such as the State of Alabama Independent Living Homebound and Medicaid Waiver Programs, Children's Rehabilitation Services, and the Alabama Head Injury Foundation to provide counseling services, housing and shelter services, rehabilitation technology, mobility training, services for cognitive and sensory disabilities, personal assistance services, transportation referrals, and social recreational activities. The provision of some services are considered in-kind and are reported in the RSA704 Report as a total amount of donated goods and services for each fiscal year. For individuals with a case service record, all services under Part B will be provided appropriately as described in the independent living plan unless the client requests a waiver of the IL plan. To ensure consumer choice and control, individual goals will be determined by the individual requesting services and will be based on objectives necessary to improve the individual's ability to live independently in the home or community. IL Specialists promote the IL philosophy and make public presentations to educate and promote awareness of IL issues and available services in the community. Referrals are received from community agencies, state agencies, hospitals, and rehabilitation facilities, individual families and self-referrals. Referrals are contacted a timely manner. Services are consistent in support of integration and full inclusion of individuals with disabilities, consumer control and choice, peer support, and equal access. Individual timelines are developed based on individual consumer needs and goals. SAIL Homebound and Waiver are state funded programs to assist Alabama's citizens with significant disabilities with personal assistance services in the home, counseling services, home modifications for accessibility, purchase of medication, medical supplies and durable medical equipment. Participants in the SAIL Waiver Program are required to meet the nursing home level of care and Medicaid eligibility criteria. Services provided greatly enhance the integration of institutionalized individuals into the community setting.

IL Specialists will play an integral role in identification of the unserved and underserved populations as previously mentioned. The DSU has a contractual agreement with the Alabama Medicaid Agency to administer the SAIL Waiver Program. This Waiver Program provides many services that enable the disabled to live in a home setting by providing services that includes home modifications for accessibility, medical supplies, rehabilitation technology and personal assistance services.

The DSU also has a cooperative agreement with the Alabama Head Injury Foundation (AHIF). The AHIF provides services to individuals in Alabama with traumatic brain injury and/or spinal cord injury and their families. The AHIF provides individual and group advocacy to expand opportunities, periodic personal assistance services, specialized camping programs for children and adults to enhance social/recreational opportunities, and housing assistance. The state also has working relationships with the Alabama Developmental Disabilities Planning Council and the Alabama Department of Mental Health & Retardation to address the needs and issues of these specific disability populations. The maximization of working relationships with all the above-mentioned agencies or entities will help accomplish SPIL objectives. The DSU is also involved in the Cash and Counseling demonstration with the Alabama Department of Senior Services.

2.2A If the DSU will provide any of the IL services identified in section 2.1A through grants or contractual arrangements with third parties, describe such arrangements.

N/A

2.2B If the State contracts with or awards a grant to a center for the general operation of the center, describe how the State will ensure that the determination of an individual's eligibility for services from that center shall be delegated to the center.

N/A

Section 3: Design for the Statewide Network of Centers

3.1 Existing Network – 34 CFR 364.25

Provide an overview of the existing network of centers, including non-Part C-funded centers that comply with the standards and assurances in section 725 (b) and (c) of the Act, and the geographic areas and populations currently served by the centers.

Alabama currently has three independent living centers receiving Part C funding to provide services to persons with disabilities:

Located in north central Alabama serving a population of 991,819 according to the latest census report, the Independent Living Resources of Greater Birmingham, Inc. provides IL services to five counties Jefferson, Blount, Walker, St. Clair and Shelby. This center has established satellites centers in Walker and Shelby counties to better serve individuals with disabilities.

Located in the southern portion of the state, the Independent Living Center of Mobile offers IL services to the surrounding seven counties: Mobile, Baldwin, Choctaw, Clarke, Escambia, Monroe and Washington. According to the U.S. 2000 Census Bureau this area has a total population of 664,907.

Finally, the Montgomery Independent Living Center offers services to Montgomery, Autauga and Elmore counties. This center is located in the central portion of the state that has a total population of 333,055 as reported to the U.S. Census Bureau 2000.

3.2 Expansion of Network – 34 CFR 364.25

Describe the design for the further expansion of the network, including identification of the unserved and underserved areas in the State and the order of priority for serving these areas as additional funding becomes available (beyond the required cost-of-living increase).

The plan for network of Centers for Independent Living remains unchanged from past SPIL. It is intended as a guide for establishment of new centers based on underserved areas. A SILC subcommittee developed a slate of preferred locations for placement of new CILS in Alabama. The list was developed and ranked from a population and geographic perspectives. The following list was approved by the SILC:

- North Alabama with Huntsville, Decatur, or Florence to be selected as a primary site.
- East Central Alabama with Gadsden, Anniston or Talladega to be selected as a primary site.
- Southeastern Alabama with Dothan selected as a primary site.
- West Alabama with Tuscaloosa selected as a primary site.

The DSU and the SILC reserves the right, however, to change the priority should a group present a proposal that has strong local support to include but not limited to:

- funding
- individuals supporting the independent living philosophy
- institutional support (local governments, churches, agencies)

The DSU and the SILC has developed an optimal budget for establishment of a new CIL. The suggested budget is intended only as a guide. It does not include any in-kind local support that could be generated for any area (s) of the budget. Any additional Part C monies for this SPIL will be allocated as follows:

- The remainder up to \$75,000.00 will be directed to Montgomery Center for Independent Living.
- Any amount in excess of \$106,395.00 will be allocated in accordance with the recommendations of the SILC to be made at that time as requested by RSA.

3.3 Section 723 States Only – 34 CFR 364.39

3.3A If the State follows an order of priorities for allocating funds among centers within a State that is different from what is outlined in 34 CFR 366.22, describe the alternate order of priority that the DSU director and the SILC chair have agreed upon. Indicate N/A if not applicable.

N/A

3.3B Describe how the State policies, practices and procedures governing the awarding of grants to centers and the oversight of these centers are consistent with 34 CFR 366.37 and 366.38.

N/A

Section 4: Designated State Unit (DSU)

4.1 Administrative Support Services – 34 CFR 364.4; 34 CFR 364.22(b)

Each SAIL regional (7) office has an administrative assistant assigned to provide support for all staff members. None of these administrative assistant positions are funded with Part B monies, but do provide support to IL consumers and to IL specialist as needed in the daily operation of the program. The DSU has administrative assistants also providing support as needed at the state level, but the positions are not funded by Part B monies received. The SAIL state office provides technical assistance to the staff as needed in the provision of IL services statewide. SILC administrative support is currently provided by the DSU and is considered in-kind services. This position is not paid from IL funds received from RSA. The current administrative support assistant records minutes of the meetings of the State Independent Living Council meetings and committee meetings. The ASA assists the Chair with the planning efforts of the SILC and also has the authority to notarize, sign or attest to any document

prepared for and approved by the entire SILC body. She assists in preparing the SILC agenda and notifies SILC members 10 days in advance of SILC meeting and notifies the Alabama Secretary of State's office of the meeting as required by the Open Meetings Act of 2005 Code of Alabama Section 36-25A-1. She also is responsible for all arrangements related to the requirements of public hearings. She also is responsible for typing the 704 Report annually, as well as, any assignments deemed necessary for the operation of the SILC.

The DSU Accounting division is responsible for bookkeeping and fiscal management of part B monies received for the provision of IL services. This division is also responsible for making available for audit, any records or information requested. Updated financial reports are presented to the SILC quarterly by a member of the DSU accounting staff. Travel re-imbursement forms for SILC are gathered at the SILC meetings, calculated and sent to accounting for reimbursement of expenses for its members.

Since the ILS are employed by the DSU directly, training opportunities are available for them periodically during the year. The trainings are scheduled by the Human Resource Training Division of the DSU and announcements sent via e-mail to all staff, including ILS. Interested ILS follow departmental policy regarding staff trainings in order to attend. In addition, the ILS occasionally presents training requests at the local level through an established procedure for approval to attend.

4.1A Describe the administrative support services to be provided by the DSU for the SILS (Part B) program and, if the State is a Section 723 State, for the CIL (Part C) program.

The DSU will consider administrative support services, office space, rent, electrical, equipment such as computers, fax machines, telephones, copying and supplies as in-kind resources that support the provision of IL services within the state. The DSU will provide meeting space for any meetings, copy documents, telephones, computers, send advanced notification of meetings, and take minutes of the SILC meetings that are required to meet the Objectives 1, 2, 3, and 4. The Montgomery Independent Living Center (MILC) will contribute in-kind services and supplies, postage, etc in the amount of \$750.00 to the resource plan in helping achieve objective #1. MILC will contribute in-kind services, supplies, postage, meeting space, training equipment to achieve objective #2 at approximately \$1,950.00. MILC will assist in meeting objective #3 with in-kind contributions of \$600.00 for supplies, postage, staff and volunteers working on information gathering and reviewing satisfaction surveys and needs assessments. MILC will contribute in-kind services with a value of \$2050.00 to help meet objective 4 through usage of supplies, postage, meeting space, training equipment, staff assignment and volunteers that will review existing data, compile data and assist in the development of a strategic plan and identifying and contacting legislators.

- Refer to the SPIL Instructions for additional information about administrative support services.

4.1B Describe other DSU arrangements for the administration of the IL program, if any.

Section 5: Statewide Independent Living Council (SILC)

5.1 Resource plan – 34 CFR 364.21(i)

5.1A Describe the resource plan prepared by the SILC in conjunction with the DSU for the provision of resources, including staff and personnel, made available under parts B and C of chapter 1 of title VII, section 101(a)(18) of the Act, and from other public and private sources that may be necessary to carry out the functions of the SILC identified in section 705(c). The description must address the three years of this SPIL.

– Refer to the SPIL Instructions for more information about completing this section.

The SILC resource plan included in the SPIL was developed in conjunction with the SILC chair person and the DSU. The part B funds allocated in the SILC resource plan are designated to reimburse mileage and when applicable, per diem for its members for attendance of the SILC quarterly meetings and other meetings as deemed necessary. The resource plan also includes out-of-state travel funds available to the SILC to attend training and conferences that are designed to promote the Independent Living philosophy. All funds available are designed to assist the SILC in carrying out its duties.

The DSU also offers in-kind support to assist the SILC in carrying out its responsibilities. The DSU has an administrative support assistant assigned whose responsibilities include taking minutes of the meetings, providing notifications of the open meetings act, typing the minutes, notarizing documents, typing the agenda in coordination with the chair person, securing the meeting place and notifying SILC members of any pertinent information. These services are considered in-kind contributions to assist the SILC with its obligations as required by law. The DSU also provides as in-kind support any computer equipment, meeting space, postage, copying expenses that will help the SILC in completing its responsibilities.

5.1B Describe how the following SILC resource plan requirements will be addressed:

- The SILC’s responsibility for the proper expenditure of funds and use of resources that it receives under the resource plan.
- Non-inclusion of conditions or requirements in the SILC resource plan that may compromise the independence of the SILC.
- Reliance, to the maximum extent possible, on the use of resources in existence during the period of implementation of the State plan.

As stated in the State Independent Living Council by-laws, “In conjunction with the designated state unit, the council shall prepare a plan for the provision of resources, as may be necessary to carry out the functions of the council with funds made available under Title I and from other public and private sources. The resource plan shall, to the maximum extent possible, rely on the use of resources in existence during the period of implementation of the plan.” The SILC will review the by-laws to develop policies regarding the resource plan not currently included. The SILC will monitor and retain reports regarding the expenditures of the funds that are allocated in the resource plan. The DSU and the SILC will work collaboratively to identify additional resources, such as grants and state funds that may be accessed to aid the SILC.

5.2 Establishment and Placement – 34 CFR 364.21(a)

Describe how the establishment and placement of the SILC ensures its independence with respect to the DSU and all other State agencies.

- Refer to the SPIL Instructions for more information about completing this section.

The Alabama State Independent Living Council is established under authority of the Rehabilitation Act of 1973, as amended, through P.L. 102-569 (29 U.S.C. S 791 et seq.) and is part of the state government structure. The SILC is an independent organization, not an entity within any state agency. The Board of the Alabama Department of Rehabilitation Services is appointed by the governor of the state after confirmation of members by the legislature. The SILC members are directly appointed by the governor under federal authority and are considered within the executive branch of the government. There exist no state law for the formation of the council, so federal law takes precedent.

5.3 Appointment and Composition – 34 CFR 364.21(b) – (f)

Describe the process used by the State to appoint members to the SILC who meet the composition requirements in section 705(b).

- Refer to the SPIL Instructions for more information about completing this section.

Individuals selected to serve as members of the council provide statewide representation and must be knowledgeable about independent living centers and services and must represent different regions of the state as well as different disability constituencies. The SILC is composed of individuals with disabilities, directors of Center of Independent Living (CIL's) and individuals from the DSU. The SILC is a geographically diverse group representing different regions of the state. A majority of the SILC are members with disabilities, parents and guardians of individual with disabilities, advocates of and for individuals with disabilities, representatives from private based businesses, representatives from other organizations that provide services for individuals with disabilities and other representatives (non-voting members) from Centers or the DSU. Each member is appointed by the governor of the state and serves a three year term of office. No member may serve more than two consecutive terms, unless appointed to fill a vacancy for a portion of a term. Names of interested individuals are submitted to the SILC for membership. The SILC chair and the DSU requests consideration of these individuals for appointment from the governor by submitting a list of names in writing. The SILC chair is selected by a majority of the voting member of the SILC and can serve two consecutive three year terms. By-laws regarding the SILC were adopted March 3, 1995. Each new SILC member is provided with a copy of the by-laws and a SILC fact sheet upon membership. Initial training is provided to each new member. The ILRU web-site is utilized to support training needs for new or tenured members.

Terms of members are tracked using a table established by the DSU and the SILC that names the position, the term and expiration dates of each member. The DSU and SILC will review the procedure to develop a more clearly defined method of tracking members' terms of office.

5.4 Staffing – 34 CFR 364.21(j)

Describe how the following SILC staffing requirements will be met:

- SILC supervision and evaluation, consistent with State law, of its staff and other personnel as may be necessary to carry out its functions.
- Non-assignment of duties to SILC staff and other personnel made available by the DSU, or any other State agency or office, that would create a conflict of interest while assisting the SILC in carrying out its duties.

Since all of the SILC members volunteer for service there are no regulations regarding staffing requirements. The Alabama SILC does not have an Executive Director, but does have a SILC chair person responsible for its activities.

Section 6: Service Provider Requirements

Describe how the following service provider requirements will be met:

6.1 Staffing – 34 CFR 364.23; 34 CFR 364.24; 34 CFR 364.31

- Inclusion of personnel who are specialists in the development and provision of IL services and in the development and support of centers.
- Availability, to the maximum extent feasible, of personnel able to communicate (1) with individuals with significant disabilities who rely on alternative modes of communication, such as manual communication, nonverbal communication devices, Braille, or audio tapes and (2) in the native languages of individuals with significant disabilities whose English proficiency is limited and who apply for or receive IL services under title VII of the Act.
- Establishment and maintenance of a program of staff development for all classes of positions involved in providing IL services and, where appropriate, in administering the CIL program, improving the skills of staff directly responsible for the provision of IL services, including knowledge of and practice in the IL philosophy.
- Affirmative action to employ and advance in employment qualified individuals with significant disabilities on the same terms and conditions required with respect to the employment of individuals with disabilities under section 503 of the Act.

Persons applying for a position with the DSU as an ILS must first meet the minimum requirements established by the Alabama State Personnel Department. Qualifying applicants must have one of the following to qualify:

Bachelor's degree in rehabilitation counseling, psychology, social work, nursing or counseling with one year of experience providing independent living services to individuals with disabilities

or

Bachelor's degree in any field with three years of experience providing independent living services to individuals with disabilities.

Once the applicant has met the minimum qualifications for placement on the register by determination of the State Personnel Department, vacancies at the DSU are filled following interviews of available candidates from these registers.

The DSU works in conjunction with the Alabama Institute for the Deaf and Blind, the Janice Capilouto Center for the Deaf and the division of Blind and Deaf services within the Alabama Department of Rehabilitation to ensure that all modes of alternative communication are available to individuals with disabilities that require such in the provision of IL services and is stated in the SAIL Policies and Procedures Manual for the Independent Living program (pp2, 1.6).

The agency has an extensive in-service training program. Each staff member completes a Professional Development Plan (PDP) with his/her supervisor at the time of the annual performance appraisal. The PDP focuses on deficit areas where training is needed to enable an individual to better perform his/her job. The agency uses information gathered through the PDP process to develop necessary and appropriate training programs. The agency also maintains a departmental training team of which the SAIL Coordinator is a member. This team meets quarterly to identify, plan, and coordinate departmental training. A department wide training plan, continually reviewed by this team, targets core subjects as well as new topics related to particular job classifications or specialty areas. These topics may include, but are limited to, the Americans with Disabilities Act, case management, Social Security work

incentives, employment development, WIA, medical aspects of disability, assistive technology and multicultural issues.

All eligible persons making application having the minimum requirements of the IL position whose name appears on the state register in the classification requested from state personnel are considered for employment. All efforts are made to employ qualified individuals with significant disabilities on the same terms and conditions required with respect to the employment of individuals with disabilities under section 503 of the Act.

The CILs will make assurance to the SILC that all staffing requirements are met. The method will be established by the SILC.

6.2 Fiscal Control and Fund Accounting – 34 CFR 364.34

- Adoption of those fiscal control and fund accounting procedures as may be necessary to ensure the proper disbursement of and accounting for funds made available through parts B and C of chapter 1 of title VII of the Act, in addition to complying with applicable EDGAR fiscal and accounting requirements.

In addition to complying with applicable EDGAR fiscal and accounting requirements, the State assures that all recipients of financial assistance under parts B chapter 1 of title VII of the Act has adopted those fiscal control and fund accounting procedures that are necessary to ensure the proper disbursement of and accounting for those funds, such as, the State of Alabama Fiscal Policies and Procedures and the Cost Principles for State and Local Governments (OMB-A87). In addition, the SAIL IL Policy and Procedures assures that staff are fully informed in Section 1.7 that each shall be responsible for providing all data necessary to comply with ADRS and Federal agency reporting requirements. The policy manual clearly states the required documentation that is retained in the case service record for each individual with a disability receiving services. The CILs will assure the SILC that all Fiscal Control and Fund Accounting requirements are met using a method developed by the SILC.

6.3 Recordkeeping, Access and Reporting – 34 CFR 364.35; 34 CFR 364.36; 34 CFR 364.37

- Maintenance of records that fully disclose and document the information listed in 34 CFR 364.35.
- Submission of annual performance and financial reports, and any other reports that the Secretary determines to be appropriate
- Access to the Commissioner and the Comptroller General, or any of their duly authorized representatives, for the purpose of conducting audits, examinations, and compliance reviews, to the information listed in 34 CFR 364.37.

The state of Alabama assures that the following records are maintained by the DSU and is in accordance with 34 CFR 364.35 that fully disclose and document:

The amount and disposition by the recipient of that financial assistance; the total cost of the project or undertaking in connection with which the financial assistance is given or used; the amount of that portion of the cost of the project or undertaking supplied by other sources; and compliance with the requirements of chapter 1 of title VII of the Act and other records that the Secretary determines to be appropriate to facilitate an effective audit.

The state assures that it will submit annually the Financial Status Report 269 as required. The state assures that access to reports and documents will be made to the Commissioner or any duly appointed representative for auditing, examinations, or compliance reviews.

6.4 Eligibility – 34 CFR 364.40; 34 CFR 364.41

- Eligibility of any individual with a significant disability, as defined in 34 CFR 364.4(b), for IL services under the SILS and CIL programs.
- Ability of any individual to seek information about IL services under these programs and to request referral to other services and programs for individuals with significant disabilities.
- Determination of an individual's eligibility for IL services under the SILS and CIL programs in a manner that meets the requirements of 34 CFR 364.51.
- Application of eligibility requirements without regard to age, color, creed, gender, national origin, race, religion, or type of significant disability of the individual applying for IL services.
- Non-exclusion from receiving IL services of any individual who is present in the State and who is otherwise eligible for IL services, based on the imposition of any State or local residence requirement.

The DSU has developed a policies and procedures manual that ensures all IL staff are knowledgeable of eligibility criteria under section 34.CFR364.40 and that any individual with a significant disability is eligible for IL services (pp21 Section 6. Eligibility of the State of Alabama Independent Living Policies and Procedures Manual), and that any individual may seek information about IL services and request referral to other services and programs for persons with significant disabilities (pp 2 of SAIL IL Policies and Procedures Manual 1.4). Policies and procedures have been developed for use by the ILS in accordance with 34 CFR- 364.51 and are available to staff at all times. Section 1.1 (pp2) of the SAIL Independent Living Manual states that eligibility for SAIL services is determined without regard to sex, race, creed, age, color, national origin, or type of disability. Section 1.3 (pp2) of the SAIL manual states that “There is no resident requirement, duration or other, which would exclude from services an otherwise eligible individual who is presently living in the state.”

6.5 Independent Living Plans – 34 CFR 364.43(c)

- Provision of IL services in accordance with an IL plan complying with Sec. 364.52 and mutually agreed upon by the individuals with significant disabilities and the appropriate service provider staff unless the individual signs a waiver stating that an IL plan is unnecessary.

As written in the SAIL IL policies and procedures manual, “There will be an individualized written Independent Living Plan for services initiated and reviewed every six months for participants of SAIL services.” (p23 Section 7.1) Proper procedures regarding the waiving of IL plans is also included in this section of the manual. Both comply with section 34 CFR 364.43.

6.6 Client Assistance Program (CAP) Information – 34 CFR 364.30

- Use of accessible formats to notify individuals seeking or receiving IL services under chapter 1 of title VII about the availability of the CAP program, the purposes of the services provided under the CAP, and how to contact the CAP.

Access to the State of Alabama Client Assistance Program is fully described in Section 7 (g) of the policy and procedures manual. Documentation that the individual receives the information on the client assistance program is required (Section 6.8 SAIL-IL Policy and Procedures Manual pp22). The coordinator for the State Client Assistant program was involved in the development of this SPIL through email and telephone contact.

6.7 Protection, Use and Release of Personal Information – 34 CFR 364.56(a)

- Adoption and implementation of policies and procedures meeting the requirements of 34

CFR 364.56(a), to safeguard the confidentiality of all personal information, including photographs and lists of names.

The State of Alabama Independent Living program which is a division within the Department of Rehabilitation Services follows the policy of the department. The policy regarding confidentiality safeguards of all personal information including photographs and lists of names is addressed in Chapter 3 (pp6-7) of the Independent Living Policy and Procedures Manual. Upon intake, the consumer signs a Release of Information after receiving a full explanation of the intent of the information that will be gathered. No information concerning a consumer is released without written consent from the consumer. A Release for Photography is signed by the client to release photographs after a full explanation of how the photograph will be used is provided by the staff and entered on the form.

Section 7: Evaluation

Describe the method that will be used to periodically evaluate the effectiveness of the plan in meeting the objectives established in Section 1. The description must include the State's evaluation of satisfaction by individuals with significant disabilities who have participated in the program. 34 CFR 364.38

The SILC will develop the baseline for the indicators mentioned previously in goals 1 through 6 expressed in section 1.2 A of this SPIL. The SILC will present information as it becomes available on any underserved or unserved area of the state or minorities to ensure that IL services are delivered as these groups are identified.

The DSU and the CILs will present information to the SILC on a quarterly basis to provide constant evaluation of the effectiveness of the SPIL. Comments from members of the SILC will be recorded in the meeting minutes. The State of Alabama Independent Living program surveys 25% of consumers receiving services annually to gain evaluation of services provided. This information is presented to the SILC annually.

An evaluation team made up of, but not limited to the SILC Chair, a DSU representative, the State Coordinator of Independent Living Program, and a representative from each Center for Independent Living will review data to evaluate progress in reaching goals of SPIL. The evaluation team will conduct periodic reviews to measure progress in achieving all goals outlined in the State Plan for Independent Living (SPIL). The report of the evaluation team will be summarized and reported to the Commissioner of the Designated State Unit (DSU).

As the SILC selects an issue for examination, the SILC Chair will appoint a team leader whose responsibility will be to compile a report of activities and recommendations. This report will be given to the SILC Chair for consideration by the entire SILC. SILC Chair will report to DSU and follow-up on recommendation(s).

Each CIL will provide to the SILC and to the DSU a copy of the annual RSA 704 Report and present quarterly reports to the SILC to assure that each is complying with federal regulations. Each CIL will assure that all staffing and fiscal control and fund accounting requirements are met within the federal guidelines through methods to be established by the SILC.

The DSU and SILC will review the procedure for tracking terms for the members of the council and will develop a more clearly defined procedure.

Section 8: State-Imposed Requirements

Identify any State-imposed requirements contained in the provisions of this SPIL. Indicate N/A if not applicable. 34 CFR 364.20(h)

N/A